



NEAR NORTH PALLIATIVE CARE NETWORK
2025 Main Street West, North Bay, Ontario, P1B 2X6
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NNPCN Board of Directors Meeting June 11th, 2018

1. Call to Order

Darren Renaud called the meeting to order at 5:50 PM.

2. Attendance

Directors:

Darren Renaud, *Chair*
Scott Taylor, *IT*
Jenny Leblond, *NE LHIN Reporting*
Fraser Williamson, *Almaguin*
Lana Richardson, *Sturgeon Falls*

Regrets:

Joan Burnett, *Honorary Board Member*
Sr. Winnifred McLoughlin, *Motherhouse Liaison*
Linda Bishop, *Director-at-Large*
Michael Lowe, *Treasurer*
Ryland Steel, *Psychometrics*
Mary Lou Rainville, *Mattawa*

Guests:

None

Staff:

Monica Do Coutto Monni, *E.D.*
Kristine Kellar, *Board Secretary*

3. Welcome and Introduction

Darren Renaud welcomed those present and proceeded to approval of Motions at 5:50 PM.

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NNPCN Board of Directors Meeting | Minutes (electronic format) - 3/23/2021



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4. Approval of Agenda

{Motion 2018-06-01}

Moved by Fraser Williamson and Seconded by Lana Richardson THAT the Agenda of June 11th, 2018 Board of Directors' meeting of the Near North Palliative Care Network be approved with amendments. All in favour. Carried.

5. Declaration of Conflict of Interest

No conflict of interest was declared.

6. Approval of Minutes.

Approval of Minutes of May 07th, 2018.

{Motion 2018-06-02}

Moved by Scott Taylor and Seconded by Jenny Leblond THAT the Minutes of the Board of Directors' meeting held Monday, May 07th, 2018 be approved with amendments and THAT the Chair be authorized to sign them. All in favour. Carried.

7. Guests. None.

8. Executive Report

Monica Do Coutto Monni reported the highlights of Executive Director's action in the month of February 2018.

8.1) Oversight and execution of finances, budget, reports and statistics.

- a) We sent our documentation to BDO for the 2017-18 Audit. The Audit will be ready on June 15th, 2018.
- b) Our MSAA was renewed by the NE LHIN with minor technical changes required by the Patient First Act, on March 31st, 2018.
- c) The second reimbursement from the NOHFC (requested \$28,080.00) was deposited but the value was inferior to what was requested (\$25,961.54 – 2 x \$12,980.77). Monica is looking into it with the NOHFC. We are going to Year 2 with NOHFC grants, and they cycle will repeat for 2018-19. The experience has been successful in 2017-18 and proved sustainable. We will keep monitoring the program in Year 2.
- d) Bev Christie-Froud has submitted diverse grant Applications for NNPCN. We were received \$7,000.00 by the North Bay Community Foundation, cheque received on March 13, 2018. We were awarded two new NOHFC grants 2018-19 (\$60,000.00), three Canada Summer Jobs grants 2018 (\$11,391.00) and also \$750.00 from RTO (Retired Teachers of Canada).

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e) The highlight this month is to the NE LHIN recommended transfer of the Palliative Care Education Committee from PHARA to NNPCN (\$35,000.00/year).8.2) **NE LHIN**. Executive Report Item 8.1.

a) Monica participated in the training workshop NE LHIN HSP360 Financial and Reporting Training Session on February 17.

b) Monica participated in Sudbury NE LHIN Training Betty's Journey Workshop, March 27-28. The goal is to introduce Inter-RAI to all healthcare partners. This is a great step ahead.

c) Monica participated in the NE LHIN recommended OCSA LeaderShift Project "Health System Leaders" Webinars: #1-Understanding the Ecosystem: Overview of the Ontario Healthcare System-Mental Health& Addiction; #2 Making Sense of the Policies behind Healthcare Reform.

8.3) **Support to Almaguin, Mattawa and West Nipissing Teams.**

Almaguin. Fraser had the second meeting in Almaguin on April 11th. We didn't get the grant from the Ministry of Seniors Affairs.

Sturgeon Falls. Monica participated in April's meeting. She talked about the new and simplified form Consent to Disclose Health Information and gave specific training about the scope of NNPCN Volunteers around MAiD and other new situations in a more complex healthcare environment, to clarify the legal aspects NNPCN revised procedures that protect the wellbeing of our Volunteers.

Mattawa. Monica is encouraging satellite offices to start a local Day Program in their locations if possible, in the model of North Bay. Mary Lou reported that the Mattawa team are preparing to start their local Adult Day Program. Wanda Bradley-Baril is NNPCN awardee of the June Callwood Awards for the HPCO Conference 2018. The Mattawa Team received training by Healing Hands for aromatherapy hand massage. We couldn't broadcast March Volunteer Café to Mattawa via OTN, there was no Internet that day. Mattawa won't have access to OTN during Spring-Summer due to renovations in the hospital. Mattawa Music Night happened on Saturday, May 5th. Mary-Lou Rainville participated in the Palliative Hospice Room meeting at Mattawa Hospital and is happy that Mattawa Hospital is inclusive and makes NNPCN local team as valued partners.

8.4) **Alliances.**

a) **CTS.** We will accept more placement students from CTS than last year.

b) **NBRHC.** Collaboration with NBRHC is ongoing.

c) **BON.** Scott is organizing the webcast for BON Conference 2018. Monica was invited by the HPCO to join the Quality Hospice Palliative Care Coalition of Ontario (QHPCCO) in her capacity of BON Vice-Chair. The first meetings happened on February 09th and May 04th, 2018. Monica is advocating advocate for Bereavement and Grief in the Palliative Care Sector through BON. However, the extent of the advocacy in this panel has positive impact to Visiting Hospices (item 8.5.k).

d) **St. Joseph's Motherhouse.** NNPCN will now pay a small rental sum for the rooms we use. We were awarded \$7,000.00 the North Bay Community Foundation to partially cover the room rental costs for the year Executive Report Item 8.1.d.

8.5) **Representation at External Committees, NELHIN, HPCO.**

a) **EOL.** Meetings will be bi-monthly from now on.

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b) HPCO. Lots of action happening with the HPCO.

b.1) **Visiting Hospice, Metrics, Bereavement and Volunteer Standards Interest Groups.** Monica accepted being a member of the Volunteer Standards group together with Alison.

b.2) As a result of Monica's new role as BON Representative with the QHPCCO, Monica was also invited to be part of the Health Care Consent Advance Care Planning Community of Practice (HCC ACP CoP).

b.3) **HPCO Conference.** Monica was part of the panel of Evaluators of 2018 Workshops and will be part of the panel of Judges for Posters during the Conference. Monica delivered a two-part workshop during the Conference, "Psychosocial and Emotional Challenges of Long-Term Caregiving," on Monday, April 23, morning and afternoon. The June Callwood Award this year went to our Mattawa Team Volunteer Wanda Bradley-Baril, suggested by Mary-Lou Rainville and acclaimed by the Board. The Mattawa Team and Monica will hand the Award certificate in person to Wanda next Mattawa Meeting. Monica is the current Chair of the HPCO Visiting Hospice Provincial table and chaired our Annual Meeting during the ED Pre-Conference. Results of the meeting in the form of a table of Main Challenges and Needs of Visiting Hospices in the Province, to be sent by Rick to the MOHLTC through HPCO (with these Minutes).

c) **PHARA Palliative Education Committee.** Meetings are now bimonthly. PHARA proposed the NNPCN resumes the Fall Mini-Conference to health care professionals. NNPCN recorded PHARA Annual Conference on March 1st and the videos were given to the Palliative Education Committee members in USB's.

d) **Water's Edge.** Now that most long-term care and independent living or retirement home facilities of North Bay are back to being in active agreements with NNPCN.

e) **North Bay Community Foundation.** Executive Report Item 8.1.

g) **Ministry of Northern Development and Mines.** We received the grants for two new NHOFC funded Interns for 2018-19 and as per the original resolution of the Board in 02.13.17 and the approval of the Executive Committee and the Board to welcome new NOHFC Interns, we are now in recruitment and selection.

h) **Laurentian University.** Laurentian and NNPCN are signing the placement agreement this month (with these Minutes) this month, to become their placement partners. Laurentian will send NNPCN placement students to stay 1 year with us. This give us predictability. We have received the second placement student from Laurentian, Lindsay MacLean, even before signing the Agreement, due to the success of Becky Grasser's placement with NNPCN.

h) **Canadore College.** We signed the placement agreement with them (with these Minutes). The first two Social Work Placement students, Emma Houle and Samantha Hutchings, completed their 4-month placement from January 22 to April 27. Caitlin Bernatchez had to discontinue her 2-month placement in Mental Health (300 hours total) from March 19 to May 18 for personal reasons.

i) **Cassellholme.** Everything is going well.

j) **Nipissing University.** Monica had a meeting with several Department Directors to establish a placement agreement and is now in conversation with each Director individually, to sign their respective Placement Agreements, including a Masters' Degree placement in Social Work, Amanda Kopp.

k) **QHPCCO.** The highlight of both meetings and also the HPCO Panel led by Rick Firth, HPCO CEO, is the Provincial Election Preparedness and Common Message (with these Minutes). The main

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platform is more funding and autonomy to Visiting Hospices. Rick Firth (HPCO CEO) is taking this platform directly to political leaders and the MOHLTC. This platform is the result of 3 years of advocacy for Visiting Hospices at several tables of HPCO. The 2018 Budget issued by the government will emphasize more funding to Mental Health and Palliative Care.

8.6) Training and Services

a) **Bereavement.** Monica is mentoring several North Bay facilitators, gradually delivering face-to-face training in Sturgeon, will start face-to-face training in Mattawa, and gave a complete 5-day training to existing and new Bereavement Volunteer on the week of March 19 to 23. Marcel Martin finalized the new Flash presentations. Bereavement Follow-Up Sessions are back, and we are contemplating the possibility of breaking the group in 3 specialty groups in the future: General, Child Loss and Suicide Loss.

b) Extra Training and Workshops.

b.1) **Adult Day Program.** The Adult Day Program is having excellent acceptance. Spring Season just started. Kristine Kellar gave a brief description about the workshops of the Spring season.

b.2) **BraveHarps.** Anne-Marie Smith is keeping the BraveHarps core group under the umbrella of NNPCN under the new leadership of Carol and John Owens. The program will hopefully be expanding workshops and presentations to Mattawa, Sturgeon Falls, and North Bay. There's a chance that one harpist will participate in the Butterfly Release this year.

b.3) **Seniors Helping Seniors.** Spring Season started on a great note with workshops in March, April and May (program with these Minutes). Jessie-Lee Scherger is the new SHS Lead in training. Monica delivered April Session, "Preparing to Age Alone." May workshop was packed, with the presence of the Rising Stars. Monica delivered June workshop, "Emotional Challenges of Long-Term Caregivers).

c) **HPCO Online Training.** Monica and Kristine are working to support Carol with the new version of face-to-face training at the Motherhouse, revision session of HPCO Modules once a month, March to June, September to December. Face-to-Face revisions will be offered via OTN, recorded and posted on a new website page. Body Mechanics will be offered at Canadore on March 19th.

d) **Palliative Care.** We are receiving an increased number of referrals. Monica will devote 2018 to speed up the next strategic step that must be taken to respond to the growing needs: targeted marketing, expansion of operations in the areas of Volunteer Recruitment and Volunteer Engagement. We will resume personal appeal phone calls, plus the appeal general email, in an attempt to engage more volunteers in North Bay.

8.7) **Organizational Communications.** Weekly communication with the Board, Volunteers, Health Care Partners and the public continued.

a) **NNPCN Newsletter.** Spring issue was sent.

b) **OTN.** Scott trained a group of Volunteers and Monica to become super-users of OTN. From the trained group, Scott will work with 2 super-users to implement the online communications strategy for NNPCN in 2018: the goal is that all NNPCN teams in the district be linked via OTN to North Bay Team Meeting. To help Scott and Carol, Monica also consolidated an alternative training outlet: in-house videomaking of training sessions, with videos in NNPCN YouTube and Website pages, shared also on our social media. This is a pilot plan and we are prepared to learn

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with the glitches and special needs of each group across our catchment area. Mattawa wants to try attending North Bay Volunteer Café via OTN: that will be our first experience.

8.8) Technology. JukeDocs will be completed gradually by placement students. Monica created NNPCN PayPal linked to our EBay page. Steps this month: still solving technical glitches with our emails and OneDrive, as we have more hands-on deck at the Office. Linking the E.D. laptop to Z Drive as one extra back up. Subsequent steps being evaluated: migration of database to SUMAC or a new NE LHIN database, better telephone system at the office.

8.9) Fundraising, awareness and events.

a) **Butterfly Release 2018.** The preparations of the 2018 Butterfly Release are already on the way led by the Office Team, with permits and insurance taken care of, plastic butterflies donated by Monica, Canada Summer Jobs grants applied, posters created and printed, more online donation options with PayPal, and credit cards accepted at the Office through Square app. People are already phoning the office to donate butterflies. Monica expressed concern with the fact that the number of Monarch butterflies have been in decline and it is important to raise awareness among our public. We always announced a “Butterfly Release” event, not a “Monarch” Butterfly Release, and we always released Monarchs and Painted Ladies. In the future, we might need to look for a different mix of butterfly species for the Butterfly Release. The prices practiced by Canadian and US nurseries for Monarch butterflies are up (around \$10 for one Monarch). This is also an opportunity to raise awareness of our public to environmental issues, and encourage the public to plant milkweed, to support the local population of butterflies. Monica fears that this will be a tough fundraising year.

b) **Music Night North Bay 2018.** The event happened on May 11, 2018 with the same success of every year.

c) **Music Night Mattawa 2018.** The traditional Mattawa Annual Music Night happened on Saturday, May 05th, 2018.

d) **Palliative Care Education Committee, Conference March 1st.** Executive Report Item 8.5.c. Dr. Preston praised NNPCN for our good work and training of our volunteers. The conference was well attended, with a great number of NNPCN Volunteers, PSW's, nurses and chaplains of our region.

9. Committee Reports

9.01. **Treasurer's and Finance Committee Report.** No report this month.

9.02. West Nipissing, Mattawa and Almaguin Reports.

a) **West Nipissing.** Item 8.3 of Executive Report. Sturgeon Falls meetings happen on the second Monday of the month at 10:00 AM. Next Team meeting at Sturgeon Falls happens on 06.11.18 and Monica will bring the Butterfly Release pledge sheets.

b) **Mattawa.** Item 8.3 of Executive Report.

c) **Almaguin.** Item 8.3 of Executive Report. Recurrence of monthly meetings in Almaguin to be confirmed by Fraser: he is reorganizing meeting schedule due to change of his personal schedule. Meeting happened on Wednesday, April 11th, 2018, 12:30 to 2 PM. Bev Beavis is a new Almaguin Volunteer and there is a new Bereavement client.

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d) **Hagar.** Lana Richardson said that she is networking in health teams and hopes to meet with them in the incoming months, to find volunteers that can be trained.

9.03. **Volunteer Recruitment and Training.** Item 8.6 of Executive Report.

10. Business Arising from Minutes

10.01 **Accreditation.** We are now waiting that HPCO gets back to us.

10.02 **Seniors Helping Seniors.** Item 8.9.a of Executive Report.

10.03. **Adult Day Program.** Item 8.6.b of Executive Report.

11. New Business

11.01. **New Board Director.** Sr. Winnifred McLoughlin accepted to join the Board last month, sent her regrets to this meeting and will be joining us in July. We are in conversations with Michelle Crepeau from the CCAC.

11.02. **Transference of NE LHIN Palliative Education Committee from PHARA to NNPCN.** Mike Van der Vlist, PHARA CEO, and Karen Smith, Palliative Care Education Committee Chair, are just waiting for the signed Minutes of June meeting.

11.03. **Grants.** Items 8.3, 8.5.e and 8.5.f of Executive Report. Bev Christie-Froud, Len Gamache, grants and fundraising consultant for Nipissing University, and Monica, had a lunch meeting to learn from Len new grant strategies. Bev Christie-Froud presented the results of this new training to the Board and reported about the grants pursued by NNPCN since September 2017. The value added to NNPCN so far with approved grants is almost equivalent to our annual funding, around \$140,000.00. Monica thanked Bev for her outstanding contribution to NNPCN and praised her professionalism and loyalty to the cause of Visiting Hospice.

12. **In Camera.** None.

13. Information Sharing.

13.01. Lana announced her wedding for August 04th, 2 PM, with a celebration at the Comfort Inn in Sturgeon Falls.

13.02. Monica said that she expects 2018 to be a year of consolidation, after our rapid growth in 2017. She counts on each Board Director to support the new Administration for a year of peaceful consolidation in NNPCN. She proposed a theme for our joint efforts in 2018, during which each Board Director, staff, volunteers and stakeholders makes a special commitment to reinforce our main role and responsibility in a special way: **to protect, advance and promote the interests and good name of NNPCN, with positive action and words. To acknowledge and promote the good action of NNPCN Board, staff, volunteers, donors, clients and stakeholders, with positive words.** The current Administration will go on investing gradually in quality improvement, best practices, professionalism, stronger infra-structure and logistics to NNPCN.

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14. Accomplishments. Monica said that so far, the migration of her MBA feels better than expected: her average grades have been around 88% to 94% out of 100.

15. Next Board Meeting. Monday, July 09, 5 pm (Dining Room, supper), 5:40 PM (Board Meeting, Conference Room).

16. Adjournment.

Adjournment called at 7:30 PM. Motion by Lana Richardson.

Darren Renaud
Chair of the Board

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